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From 13 Aug 68
this survey of the
Vital Records
Repository
should be put with
our permanent records
on the Vital Records Prog.

8

MEMORANDUM

OFFICE OF THE SECRETARY

Enclosure re
Records Management Handbook
"Protecting Vital Operating Records"
Federal Stock No. 7610-543-7722
(GSA)

49 10705

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	Mr. [redacted]		
2	Mr. [redacted]		
3	Francis - File		
4			
5			
6			

25X1

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT	✓	FILE		RETURN
	CONCURRENCE	✓	INFORMATION		SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[redacted]	6 April 59

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FORM NO. 237 Replaces Form 30-4 which may be used. (40)

1 APR 55

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